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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 19 September 1955
REPORTS 1

FROM : Assistant Chief for Field Training

SUBJECT: Weekly Activity Report No. 38 [REDACTED]
Period 12 through 16 September 1955

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SIGNIFICANT ITEMS:

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2. As the result of a proposal made by D/TR and accepted by the Clandestine Services Training Committee on 13 September, the Field Training Staff is preparing to offer a six-week course tentatively titled "Clandestine Operations Familiarization." This is a course for (1) DD/P personnel other than field case officers and (2) certain DD/S personnel whose duties within the DD/P require a thorough familiarization with the case officer function and the programs and operations of the Clandestine Services. The first running of the course will begin on 14 November 1955.

OTHER ACTIVITIES:

1. [REDACTED] Technical Services Department/
Medical Office, and [REDACTED]
visited AF/OS and D/AF/OS on 16 September 1955. [REDACTED] was given
a full briefing on our activities. The discussion then turned to
physical requirements for students [REDACTED] and then
to the physical well-being of the staff. [REDACTED] stated that he
believed most members of the Field Training Staff required only 2400

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3. [REDACTED] final script of the film, [REDACTED]
[REDACTED] arrived Friday for approval of revised pages and line changes.

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[REDACTED]

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5. On 12 September [REDACTED] AC/OS, and Mr.

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[REDACTED] to discuss with various staff members the organization of a training program for one covert employee. This program is to begin on 26 September. [REDACTED] of this staff was appointed coordinator of the training for this project. The proposed schedule was sent to AC/OS during the week.

6. During the week D/AF/OS completed the revisions to the OTR Catalog of Courses, including new descriptions of the Operations Course and the Operations Familiarization Course, and the proposed long-term schedule of these courses projected through 30 June 1956. The data was sent to Headquarters on 16 September.

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[REDACTED]

9. A staff conference was held by AF/OS on 13 September.

10. During the week a total of thirty lesson plans were forwarded to Vital Materials/Site II. The breakdown was as follows:

[REDACTED]

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11. A new demonstration was added to the [REDACTED] critique on 12 September. [REDACTED] Miss [REDACTED] presented a 20-minute skit illustrating the activities

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[REDACTED]
Student reaction was highly favorable.

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12. On 14 September Operation [] was launched with 41 students participating [] and 22 students participating in [] of the problem are going smoothly and no incidents or security violations were reported. The CMT staff is again receiving the much needed and appreciated assistance from other members of the Field Training Staff in making [] as realistic as possible.

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14. [] of the Office of Communications visited [] on 14 September for conferences concerning test caches of commo equipment.

15. Progress is being made on the drawing up of lesson plans for the [] instruction []

16. The training for [] during the period 6-16 September, coordinated by [] was concluded at 1700, Friday, 16 September.

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17. The Graphics Section of the Training Aids Unit revised one large chart, "Course Objectives," for ROC and completed one cartoon and two signs for CMT.

18. The Film Section of the Training Aids Unit previewed "The [] as a possibility for CMT.

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20. The Training Aids Unit also made two tape recordings in support of course instruction during the week.

(21. Preparations are underway to acquire a Cine-Voice Sound)
Camera for use in operations and in other course instruction.

[REDACTED]

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23. [REDACTED] on a two-week program of instruction for four tutorial students sometime in October-November.

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24. D/AF/OS [REDACTED] on 13 September to attend the Training Officers meeting.

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25. [REDACTED] as seminar advisor in CMT.

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26. [REDACTED] took over a seminar from [REDACTED] who will devote more time to [REDACTED] in a nearby city.

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27. [REDACTED] on 13 September to discuss personnel matters with TSS.

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[REDACTED]

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29. [REDACTED] taking the Basic Orientation Course.

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30. Effective 13 September [REDACTED] was assigned as Instructor for the Operations Familiarization Course in addition to his other duties.

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31. Effective 16 September [REDACTED] was appointed Planning Officer for the Operations Course. He will work with D/AF/OS on problems of scheduling, sequence of presentations and other administrative matters.

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[REDACTED]

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PERSONNEL NOTES:

33. Congratulations are extended to [redacted]
[redacted] on the birth of their daughter, [redacted] at 0056 hours,
15 September. [redacted] weighed in at eight pounds, nine and
one-half ounces.

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34. [redacted] condition continues to show marked improve-
ment. She was permitted to get out of bed for short periods during
the week.

35. [redacted] CS on 16
September. We are indebted to him for his significant contributions
to the training effort during his tour as a member of the Field Training
Staff.

36. [redacted] is on Military Leave until 3 October.

37. [redacted] is on Military Leave until 19 September.

38. [redacted] is on Annual Leave until 19 September.

39. [redacted] is on Annual Leave until 26 September.

40. The "Order of the Red Cap" was bestowed on [redacted]
by the AOC instructors. A red cap, with a green bow-tie insignia, was
presented to [redacted] as a token of appreciation for the contributions
he has made as [redacted] during many AOC demonstrations.

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Assistant Chief for Field Training

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